

Rhode Island Department of Health

Equal Employment Opportunity Advisory Committee

Meeting Minutes

Wednesday, May 14, 2008

In attendance: Cheryl LeClair, Edward D'Arezzo, Janice Fontes, and Anna Sullivan

Call for Additional Agenda Items

Anna said that she will be retiring from state service and that June 18, 2008 will be her last EEO Committee meeting.

Approval of Minutes

The group made a decision to postpone the review and approval of the April 16, 2008 minutes until the next meeting, which is scheduled for May 21, 2008.

Update on Recruitment Activities

Cheryl said that she made the revisions that were discussed and approved to the expression of interest form and resent it out to all of the department's employees. So far, she has received completed forms from two persons.

Refinement of Draft Work Plan

As planned, this meeting was devoted to addressing Strategy 2.1 in the EEO Committee's work plan, which focuses on informing the Department's annual Affirmative Action Report. Ed shared his thoughts on where he believes the EEO Committee could make a contribution. He also noted that the majority of the report is, by design, mandated by law and/or policy and therefore, restricted. He stressed that the plan has to be submitted to the state EEO Compliance Officer by July 14 of each year. This means that the EEO Committee members will have to approve any changes it wants to see in this year's plan at its June 18, 2008 meeting. Ed would have to get the approved changes shortly after this meeting.

Ed noted that the first section that the Committee could make a contribution is on pages 5-7 of the existing report (Affirmative Action Policy), particularly with respect to the implementation of the plan (page 6) and the communication of EEO policy (page 7). The second section that the Committee could tweak to be the Program Evaluation section on pages 21-22 (specifically, # 8, #9, and #11). The third section is the Hiring Goals section on page 47. He noted that the hiring goals are developed based on the composition of the state's workforce in 2000. He noted that these goals are developed based on what the department realistically thinks will take place recruitment wise. He noted that the fourth section that the Committee could change is located on pages 55-58 (Identification and Analysis of

Problem Areas). Ed noted that this was the section that the Committee changed the most the last time it participate in the development of the plan.

Cheryl asked if Ed could send her a copy of the main body of current EEO plan, so that the Committee would not have to retype any changes it proposes to make to it for FY2008. Ed said that he would do so.

Anna Sullivan said that it would be a good idea to inform the other EEO members that the Committee has an opportunity to inform the FY2008 plan and ask them to indicate their commitment to this project, which has a short turnaround time. Cheryl said that she would do so.

Cheryl reminded the members that Bob Marshall is our invited guest at the May 21, 2008 meeting, and that he would be talking about the internship programs that he coordinates on behalf of the department.

There being no further business, the meeting was adjourned at approximately 10:30 am.

Schedule of Remaining 2008 Meetings

Wednesday, May 21, 2008 9:30 am – 10:30 am Room 302

Wednesday, June 18, 2008 9:30 am – 10:30 am Room 302

Wednesday, July 16, 2008 9:30 am – 10:30 am Room 302

Wednesday, August 20, 2008 9:30 am – 10:30 am Room 302

Wednesday, September 17, 2008 9:30 am – 10:30 am Room 302

Wednesday, October 15, 2008 9:30 am – 10:30 am Room 302

Wednesday, November 19, 2008 9:30 am – 10:30 am Room 302

Wednesday, December 17, 2008 9:30 am – 10:30 am Room 306*

***Please note the room change for the 12/17/08 meeting.**

Respectfully Submitted,

Carrie Bridges

Cheryl LeClair